PLACE ON YOUR DEPARTMENT’S LETTERHEAD

**The job performance policy consists of:**

If your supervisors notice a pattern of poor job performance, they will give you verbal warnings before meeting with you to have you sign this contract. Poor job performance will be determined by the supervisors and may be defined as any pattern of behavior that hinders an exceptional level of service by the .

**The termination policy will consist of:**

If you violate the job performance policy more than 3 times during the semester, your job will terminate from , effective on the date of the third occurrence.

***Please note:***  **All** employees are required to self-disclose post-employment criminal convictions or felony charges filed against them within three business days of the conviction or felony charge to the Human Resources Background Check Coordinator ([hr-bgc@colorado.edu](mailto:hr-bgc@colorado.edu)). Employees with driving responsibilities are also required to self-disclose suspension or revocation of a driver’s license within three business days. Employees failing to self-disclose may be subject to disciplinary action, up to and including termination.

By signing, you are acknowledging that you have read and understand this policy.

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student History

Infraction Date/Term Student’s Initials Supervisors Initials\_\_\_\_\_\_